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Occupations for You. Part Two.
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Descriptors-*Career Planning, Clerical Occupations, Educational Needs, Employment Projections, Employment Qualifications, Information Sources, Job Skills, *Occupational Guidance, *Occupational Information, Sales Occupations, Service Occupations, *Study Guides, Wages, Work Environment

The booklet is intended to assist young people to secure information important to making vocational choices. Information about the following workers is included: (1) cashiers, (2) keypunch operators, (3) mail carriers and postal clerks, (4) secretaries, (5) shipping and receiving clerks, (6) stock clerks and general stock handlers, (7) typists, (8) outside salesmen, (9) sales clerks, (10) barbers, (11) beauty operators, (12) drycleaners, (13) hospital attendants and nurse aides, (14) laundry workers, (15) licensed practical nurses, (16) taxi drivers, (17) telephone operators, (18) waiters and waitresses, (19) commercial artists, (20) factory assemblers, (21) firemen, (22) policemen and policewomen. For each group, information is organized under the headings: (1) What They Do, (2) Training and Requirements, (3) Earnings and Working Conditions, (4) Employment Outlook, and (5) Where to Get Further Information. ED 017 704 is a related document which supplies information about other occupations. (JK)

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Part Two

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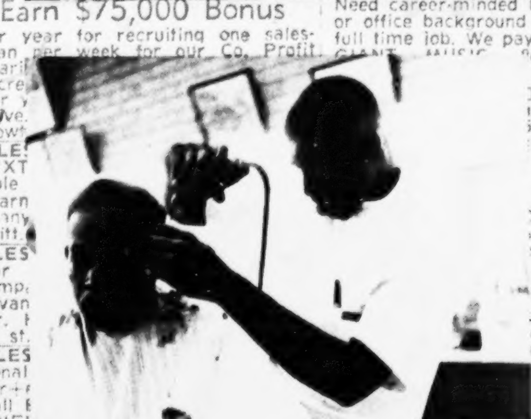

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OCCUPATIONS FOR YOU.

PART TWO .

THE ALLINGTON CORPORATION
Alexandria, Virginia

March 1968

This is one of a series of booklets intended to help young people learn many of the things they need to know in order to make wise vocational choices.

This booklet should be useful to students in many ways. It should stimulate interest in and answer questions about occupations, stimulate interest in reading, and help relate the content of their school work to their future occupational choice.

This booklet is part of the curriculum and materials for teaching basic vocational talents prepared under Contract No. OE-5-85-023 with the United States Office of Education. A description of these materials and their evaluation was reported in the Final Report to this contract, entitled "Development of a Curriculum and Materials for Teaching Basic Vocational Talents," Dailey, John T., and Neyman, Clinton A., Jr., The Education Research Project, The George Washington University, Washington, D.C., July 1967.

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INTRODUCTION

Most of the workers in this country are employed in fifty broad occupational groups. This book describes some jobs within these groups for you to consider. Detailed information about each job is given.

The following are some of the questions you should ask yourself before you make up your mind about what jobs you should consider:

. . . Do you like working with a group or would you rather work by yourself?

. . . Do you enjoy working outside or would you rather work inside?

. . . Do you enjoy working with your hands?

. . . Do you enjoy lifting and other heavy work?

. . . What are your favorite subjects in school?

. . . Do you enjoy reading by yourself or would you rather tinker with a motor?

There may be other questions you can think of to ask yourself about your interests and activities. When you have answered these questions, you will be on your way to choosing your occupation.

There is no one right job for anybody. You will probably find that you have the ability to learn and do many kinds of jobs, and that there are several which you should look into before you make up your mind. The best way to do this is to ask yourself the following questions about the jobs you read or hear about. These questions will help you to compare your own interests and abilities with the requirements of the jobs.

1. Do I like this kind of work?

    For example, if you are considering the job of a sales clerk, you should enjoy working with other people and standing for long hours.

2. Have I the ability to do this job?

    If you are considering being a secretary, for example, you should be able to greet people and have a good appearance, as well as possessing typing ability.

3. What training will I need for this position?

    Is this a job that does not require much training, a job where training will be available on the job, a job that has a formal training program, or a job where more education beyond high school will be necessary?

4. How much money can I expect to earn at this job?

    Will I receive regular raises as I become more skillful?

Will this job be a training opportunity for a higher paying job?

To answer these questions, you will need to have some information about the occupations. This book is to help you choose the best occupation for you.

Important information about many jobs is included. The section on each job describes:

1. What They Do - This part describes what the worker does on the job and the tools he may use.

2. Training and Requirements - This part describes the kind of training that is necessary to begin the job and what kind of training may be necessary to advance. It also describes any particular physical requirements of the job, such as the ability to stand for long periods of time, or good eyesight.

3. Earnings and Working Conditions - The earnings shown are as up-to-date as possible. In most cases the amounts are average wages. This means that the starting wages will be lower than the amount stated. The more experienced and skilled workers earn more than the amount shown. Also, wages are different in various parts of the country. The U.S. Employment Service office in your area, and perhaps your school counselor, can give more definite information about wages.

The part on working conditions will tell you such things as where you will be working - whether inside or outside, in a large busy place, or in a small office. This section also tells you about the usual number of hours worked, and how much heavy work is involved.

4. Employment Outlook - Is this an occupation that is growing? How many openings can be expected in the future? What will cause the demand for this job to grow or not to grow?

5. Where to Get Further Information - None of these briefs will answer all of your questions. There will be some jobs about which you will want more information. This section suggests people to go to, places to visit, or where to write for more information.

For quick reference you will find a summary of information about each occupation in the top right-hand corner of the first page of each brief. This material will help you to eliminate those jobs that do not interest you at all, or find those jobs that you wish to know more about. The material is shaded so that you can find it quickly. It gives a thumb-nail sketch of each job, including pay, type of work, education needed, and training requirements.

This book also contains appendices, or extra information, which you may find useful:

Appendix A - Glossary: As you read this book, there will be words that you may not understand, or old words used in a new way. The glossary will give you better understanding of these words.

Appendix B: A chart which will help you to figure weekly and yearly wages based on an hourly wage rate.

Appendix C: A chart which compares the average earnings of a given occupation with the earnings of other occupations in this booklet.

CLERICAL

- Cashiers
- Keypunch Operators
- Mail Carriers and Postal Clerks
- Secretaries
- Shipping and Receiving Clerks
- Stock Clerks and General Stock Handlers
- Typists

CASHIER
PLEASE PAY HERE
JELLY BEANS

CASHIERS

Weekly Pay:	$56
Type of Work:	Clerical
Education:	High school
Training:	On-the-job

Collecting money is the job of the cashier — in restaurants, stores, movie theaters, and many other places.

WHAT THEY DO

The cashier collects the money which is paid for goods or services. The cashier takes the money, makes change for the customer, and completes a record for the company.

The majority of cashiers work in self-service retail stores. They add up the total cost of the merchandise selected by the customer and collect the money. Sometimes the cashier wraps or "bags" the purchases after he has given the customer his change.

TRAINING AND REQUIREMENTS

Cashiers are usually high school graduates who have taken courses in business subjects. Employers feel that the future cashier should study business arithmetic, bookkeeping, and perhaps typing.

Many cashiers, especially in retail stores, are promoted from stock clerk positions. This background is useful for the cashier.

Business schools give a short course in the operation of the cash register. Sometimes, the Distributive Education program in high school gives the student an opportunity for practice as a cashier.

The successful cashier should have an aptitude for working with figures. The cashier must be exact, for she cannot make mistakes with other people's money.

EARNINGS AND WORKING CONDITIONS

Experienced cashiers in retail stores earned between $60 and $70 per week in 1964. Some cashiers in supermarkets earned as much as $100 to $120 per week.

Restaurant cashiers make less money than store cashiers, but they usually receive one or two free meals a day. Their hourly rate ranges from less than $1.00 to over $2.00.

Since all cashiers meet the public, they must be patient, friendly people with even tempers. Some cashiers stand up for long periods, but there is usually very little heavy work involved with the job.

The supermarket or store cashier may have to lift packages or bags of groceries, and most cashiers are asked to stock shelves during slack periods. The restaurant cashier will stock the candy and cigarettes, and she may be asked to type menus.

Business office cashiers devote full time to collecting money. They may be responsible for keeping records of this money, typing business forms, or doing other general office work.

EMPLOYMENT OUTLOOK

There are over one-half million cashiers in the United States, and this number will increase fairly rapidly. As more and more stores adopt self-service merchandising techniques, the cashier's job becomes the main occupation in the sales work area.

Competition for cashier jobs is fairly strong because the skills of the job can be learned rather rapidly. Many stock clerks and other employees use this job as a first advancement step. Turnover is very high among cashiers. Since many cashiers advance to higher positions, there is a constant need for new employees.

CASHIERS

Women fill almost all the cashier jobs, except in supermarkets. This job, therefore, is an excellent position for a girl who wants to work but who has only minimum business skills.

Many cashiers work in ticket booths at movie theaters. These cashiers also answer the phone and give out information about performance dates and times.

In addition to collecting money, the restaurant cashier may handle reservations, answer the telephone, and sell candy and cigarettes from displays located near the cash register.

Cashiers may be employed in insurance offices or other similar businesses which regularly collect money. They usually have some office training and may have been promoted from a less important clerical position.

WHERE TO GET FURTHER INFORMATION

Newspaper ads will give you a good idea of what employers are looking for in cashiers. See your school counselor who might have information about places that hire cashiers. The local office of the U.S. Employment Service will be able to advise you on the employment outlook for cashiers, and to give you information on qualifications that employers require.

KEYPUNCH OPERATORS

Weekly Pay:	$80
Type of Work:	Clerical
Education:	High school required
Training:	Formal

Punched cards were used in the 1900 census. They have been used ever since. They are now used with the most modern electronic computers. Many keypunch operators are required today.

WHAT THEY DO

The keypunch operator records information, or data, on punch cards by punching a series of holes in them. The holes are punched by a machine which has a keyboard like a typewriter.

The punched cards are fed into sorters, card readers, and tabulating machines for statistical handling, organizing, and reporting. The total process is called data processing.

This occupation is part of a larger group called Office Machine Operators. The keypunch operator might also be asked to operate a Xerox, a mimeograph, or other office machines. Some jobs require typing of letters, answering telephones, and other general office work.

TRAINING AND REQUIREMENTS

Most keypunch operators are women who are in their late teens or early twenties. The ability to type accurately and rapidly is a basic requirement for keypunch work. Some interest and knowledge of arithmetic is desirable. Keypunch operators must not mind repetitive work that requires concentration.

High school graduation is required for beginners in this field. Before keypunch training can begin, most firms will require a typing speed of about 35 to 40 words a minute with a high degree of accuracy on a 5-minute test. Good eyesight is an important requirement because small printed words and numbers will have to be read rapidly.

Some private business schools provide courses in keypunching. Training is not often found in public high schools. An employer may give the beginner on-the-job training or send her to a special school. Promotion opportunities are good for an alert, precise individual who is willing to learn. An experienced keypunch operator may become a senior keypunch operator, and then keypunch supervisor. She may later learn to operate more difficult data-processing equipment.

EARNINGS AND WORKING CONDITIONS

Experienced keypunch operators averaged $85 to $90 a week in February 1964. These operators are known as Class A Operators. Class B Operators, the less skilled and less experienced group in this occupation, averaged $73. Men averaged higher weekly pay than women, both as Class A and Class B Keypunch Operators. Regular hours, steady work, and good pay attract many people to keypunch machine occupations.

If it is necessary to work more than the normal 40-hour work week, employers usually pay overtime wages. Paid vacations, insurance plans, and other benefits are often included. Working conditions are usually good as offices are well lighted, clean, and usually air-conditioned. There are almost no hazards in this work.

Keypunch operators are required to sit and concentrate for a long period of time. They must enjoy doing the same type of work over and over.

EMPLOYMENT OUTLOOK

Data processing is a very fast-growing field. It offers good employment security to those who are well trained. Most keypunch jobs will be found in large cities at government agencies, insurance companies, banks, transportation and other public utility companies, and manufacturing firms.

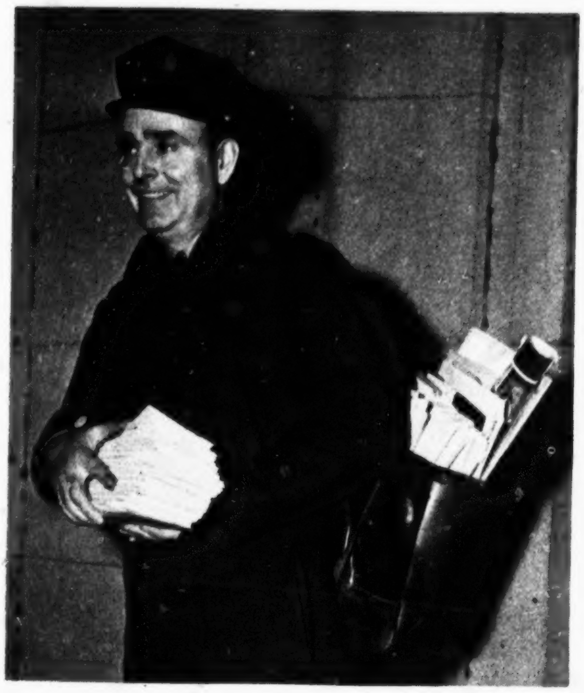
WHERE TO GET FURTHER INFORMATION

Additional information about keypunching as an occupation may be obtained from your counselor, school librarian, or business education teacher. See if firms in your community employ keypunch operators. If they do, talk to both employers and employees about the job.

Write to the following for information about various training programs that might be available:

United Business Schools Association
1518 K Street, N.W.
Washington, D.C. 20005

Be sure to visit the U.S. Employment Service office in your area and ask them what jobs are open, what qualifications are needed, and what the future holds for this occupation.



MAIL CARRIERS AND POSTAL CLERKS

Weekly Pay:	$120
Type of Work:	Outside and inside
Education:	High school desirable
Training:	On-the-job

"Mailmen" — letter carriers, parcel post drivers, and rural routemen — deliver millions of letters, Christmas cards, and packages each year.

WHAT THEY DO

The letter carrier's day begins as early as 6:00 a.m. He receives the mail for his route and sorts it into the proper order for delivery. If there are insured or registered letters, he makes out receipts for these items. The letter carrier forwards mail to people who have moved from his route. Once the mail is sorted, the mailman delivers it to the addresses on his route.

Mail in the country is delivered by the rural routeman. He drives along his route and deposits mail in large boxes at the edge of the road.

The parcel post carrier delivers packages by truck. This driver also picks up mail from the corner mail boxes along his route.

Some mailmen drive a three-wheeled vehicle called a "mailster." It is used in residential areas where the houses or other delivery points are far apart.

> There are two types of postal clerks. A distribution clerk sorts incoming and outgoing mail and prepares it for the mail carriers. He also feeds the stamped letters and packages into a stamp cancelling machine. A window clerk sells stamps and money orders, accepts material for mailing, weighs letters and parcels and determines the amount of postage required, and registers and insures mail. Both types of postal clerks must be able to sort mail.

TRAINING AND REQUIREMENTS

The mail carrier or postal clerk must be at least 18 years old, he must pass an entrance examination, and he must be a United States citizen.

> The entrance examination consists of a test of general intelligence, a test of special reading skills, and a test of the applicant's ability to sort mail. A mail carrier must be able to read well and distinguish between addresses. A postal clerk must have good hand-eye coordination.

Parcel post drivers must take a driving and safety test. A current driver's license is a usual requirement for application.

The many miles of walking and the constant lifting require that the mailman be in excellent physical condition. If an applicant is lighter than 125 pounds, he must be able to lift 80 pounds to his shoulders.

Although no special education is required for the mail carrier or postal clerk, most appointments go to high school graduates. Letter carriers can advance to supervisors, but generally speaking there is very little opportunity for advancement.

EARNINGS AND WORKING CONDITIONS

Almost all route carriers and postal clerks begin as substitutes at $2.57 an hour. Regular route carriers and postal clerks start at $5,181 a year. They advance with regular increases to a maximum of $7,062 per year after 21 years of service.

Rural route carriers begin at $5,656 and increase this wage to $6,682 in seven years. The rural carrier also receives an allowance for his car. This allowance depends on the number of miles he drives. On the average route (61 miles a day) the payment is $2,225.28 a year.

Letter carriers receive a 10% increase for night work. If they work on weekends or holidays, which is usual around Christmas time, they receive time off equal to the number of hours they worked overtime. Post offices employ many extra people during the Christmas rush.

The letter carrier is outdoors in all types of bad weather. He must enjoy walking. Dogs are often a problem for the mailman. The postal clerk works indoors, and his working conditions depend upon the particular post office.

EMPLOYMENT OUTLOOK

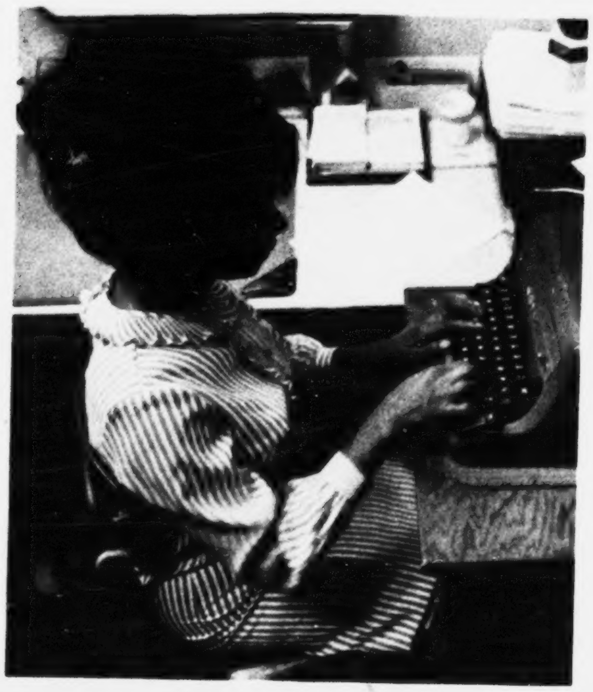
There will be thousands of opportunities for employment in this important field. Opportunities are greater for city carriers and postal clerks than for rural routemen, because more people now live in cities.

WHERE TO GET FURTHER INFORMATION

Information on postal carriers and other postal employment may be obtained at the local post office or from the:

United States Civil Service Commission
Washington, D.C. 20025

United States Post Office Department
Pennsylvania Avenue between 12th and 13th Streets, N.W.
Washington, D.C. 20004



SECRETARIES

Weekly Pay:	$90
Type of Work:	Clerical
Education:	High school
Training:	Business school

"Help wanted - Secretary - for vice president of large real estate company. Good shorthand and typing necessary. Salary based on qualifications."

Ads for secretaries appear every day in the classified section of city newspapers.

WHAT THEY DO

Secretaries perform many duties in addition to typing and taking dictation. They may answer the telephone, schedule appointments for their employers, make travel arrangements, compose letters, operate office machines such as a mimeograph and photocopier, and handle private or confidential records. Sometimes they supervise other clerical workers.

Some secretaries specialize in court reporting, or legal, medical, or other technical work.

SECRETARIES

Secretaries are employed by public and private organizations of every size and type. Many work for manufacturing firms, banks, real estate companies, schools, and the government.

TRAINING AND REQUIREMENTS

Secretaries require both a general education and technical training. As in any other profession, the more schooling a young person has, the better are the chances for a good job. However, the intelligent and ambitious young lady who goes to work immediately after high school can often find a job as a secretary where she can advance to a good salary.

Secretaries need a knowledge of spelling, punctuation, grammar, and vocabulary; the ability to take dictation and to type accurately; and the maturity and intelligence to assume responsibility.

Most employers require applicants to take an examination to demonstrate their skills. Federal government secretaries must be able to take dictation at the rate of 80 words a minute and type at about 40 words a minute. They must also pass tests of verbal aptitude and arithmetic.

Prospective secretaries may learn the technical skills they need by taking business courses in a public school or attending a private business school. A high school business course which includes shorthand, typing, and other business subjects will qualify young people for many secretarial jobs.

Some employers prefer applicants with a general educational background who take secretarial training after high school.

Individuals who specialize in legal, medical, or other technical work often take special courses in these fields.

The personal qualifications important to secretaries are good grooming, a pleasant and friendly manner, good judgment, initiative, and a willingness to work hard and do the best she can.

Capable and well-trained secretaries have excellent possibilities for advancement. They may be promoted to executive secretary, administrative assistant, or office supervisor.

EARNINGS AND WORKING CONDITIONS

Secretarial work is one of the most highly paid occupations for women. Secretaries averaged $90 a week in 1964.

The usual entrance salary for beginning secretaries in the Federal Government in 1965 was $77 a week. Salaries were higher for experienced persons and those with more than the minimum training.

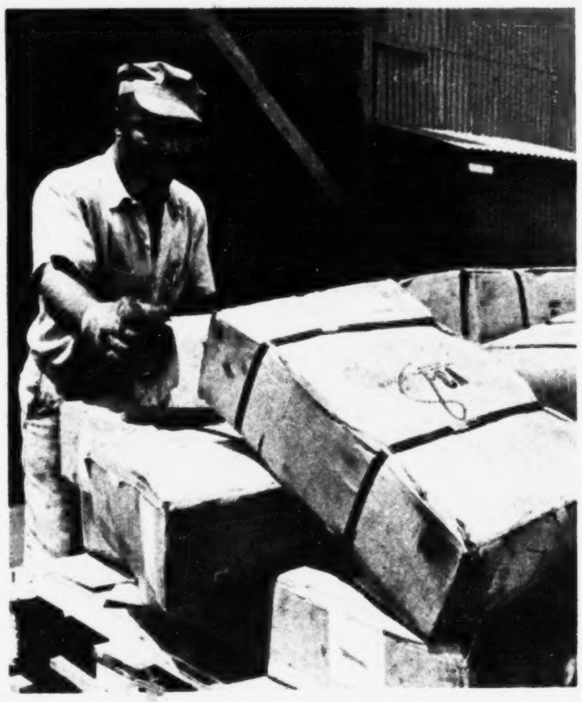
EMPLOYMENT OUTLOOK

There are thousands of openings for secretaries each year. Some new jobs are created by business expansion. Other jobs become vacant because women stop working to remain at home and care for their families.

WHERE TO GET FURTHER INFORMATION

Talk to your school counselor about taking a business training program in high school. Your counselor will also have information about opportunities in this field and training needed to qualify. A list of private business schools may be obtained by writing to:

United Business School Association
1518 K Street, N.W.
Washington, D.C. 20005



SHIPPING AND RECEIVING CLERKS

Weekly Pay: $95
Type of Work: Outside and inside; Clerical
Education: High school desired
Training: On-the-job

Shipping and receiving clerks ship and receive supplies and keep records about the shipments. In small companies, one clerk handles all this work. In large companies, there may be many clerks in separate departments, working under the direction of supervisors.

WHAT THEY DO

Before a shipment is sent out from a business establishment, shipping clerks check to be sure the order has been filled correctly. They may type, or prepare by hand, the shipping forms needed. They look up freight and postal rates. They record the weight of each shipment, and check to see that it is properly addressed. They also keep records of each shipment. Sometimes shipping clerks get the merchandise from the warehouse and pack and wrap it.

Receiving clerks do similar work when shipments are received. They make sure their employer's orders have been correctly filled and see whether all supplies have arrived in good condition.

Receiving clerks maintain records of all incoming shipments. If there is any damage or breakage, they may fill out an insurance claim form. Seeing that the shipment gets to the proper department of the company may also be part of their job.

TRAINING AND REQUIREMENTS

High school graduates are preferred for beginning jobs in shipping and receiving departments, but beginners without a high school diploma may be able to get certain jobs of this kind. Business arithmetic, typing, and other high school business subjects are helpful in preparing for this work. The ability to write legibly is important.

A person who is dependable and is interested in the company's business is the type of employee a company wants. New employees are usually given on-the-job training by helping an experienced worker.

EARNINGS AND WORKING CONDITIONS

Average hourly earnings for men employed in 1963-64 as shipping clerks were $2.50 an hour. Earnings were generally higher in western cities and lowest in some of the southern cities. Salaries tended to be higher in manufacturing companies and public utilities.

Shipping and receiving clerks generally work a 40-hour week. Many, when they work more than 40 hours, receive time-and-a-half pay.

Much of this is done in warehouses and shipping rooms, or sometimes outside on loading platforms.

Some of the work requires physical strength. Most clerks stand for long periods while checking merchandise.

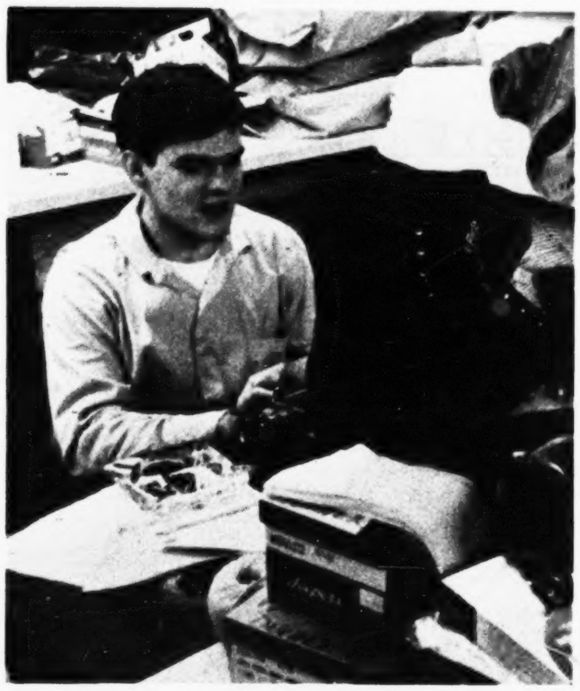
EMPLOYMENT OUTLOOK

Thousands of openings for shipping and receiving clerks will be available throughout the 1960's. Some openings will be in new businesses; others will result from the need to replace workers.

There will be a lot of competition for jobs, since this work requires very little training.

WHERE TO GET FURTHER INFORMATION

If you are interested in a job as a shipping or receiving clerk, talk with your school counselor. He will be able to suggest companies in the area which employ shipping and receiving clerks. Employment agencies in your city can locate specific job openings.



STOCK CLERKS AND GENERAL STOCK HANDLERS

Weekly Pay:	$95
Type of Work:	Clerical
Education:	High school desirable
Training:	On-the-job

The stock clerk is generally an unskilled worker, but his job is very important to the business where he works.

WHAT THEY DO

Stock clerks are employed by retail stores and many other businesses. They receive and unload merchandise, mark it with the selling price, and put it on the sales counter or shelf. They also keep stock in order and ship merchandise to customers.

Some stock clerks perform all or most of these duties. Other clerks do just one job, and may have a special title, such as marker, packer, shipping-room laborer, stock boy, or stock girl.

TRAINING AND REQUIREMENTS

There are job openings in this field for those who have not completed high school, but jobs are easier to find for those who have finished high school. Chances for advancement will be better for the clerk who has good education and training.

The ability to read and write is required. English, bookkeeping, general mathematics, typing, and salesmanship are worthwhile school subjects to take.

> Some schools offer work-study programs (Distributive Education) during the junior and senior years in high school. This program gives the student a chance to work on the job for one-half day and attend school for the other half of the day. During the time spent in school, he will take various courses that will help him perform well on the job.

On-the-job training will involve working with someone who has had experience with this work and can teach a new employee what the job is all about. The trainee will be taught how to handle the merchandise, how to keep records, and how to work with customers. He will also learn the layout of the stockroom and the rest of the store, and the company's personnel practices.

> Some employees of this type do not have any particular background or experience. They may qualify by showing an interest in the job and by working hard. All stock clerks must have good health, the ability to work hard and follow directions, and a neat

and orderly appearance. There is a lot of lifting and moving involved in this work.

EARNINGS AND WORKING CONDITIONS

It is generally felt that the minimum wage set by law for this field of work would be the starting salary for such a job. A 40-hour work week would be usual. During rush holiday seasons, some overtime work might be expected, and overtime pay rates would apply. Those who work for established companies can usually expect such benefits as paid holidays and vacations after a year's employment. Other benefits, such as health and life insurance, would be partly paid for by the employer.

> Some of the work done requires strength. Most of the jobs require standing on one's feet for long periods while checking, moving, and delivering merchandise. Bending, stooping, and stretching are also part of the work. Most of the work is done inside, although at times the stock clerk might be required to work on outside platforms unloading trucks. There might be considerable pressure to get merchandise where it belongs on time.

EMPLOYMENT OUTLOOK

Thousands of openings should be available each year. Expanding business firms will create new jobs, and many more will result from the need to replace stock clerks who leave. Competition will be keen for these new jobs since the work requires little training, and the number of qualified applicants is sometimes large.

Because this work is unskilled, companies look for ways to use machines to modernize their methods. This trend could limit the number of new positions available in the future.

WHERE TO GET FURTHER INFORMATION

The best way to get information about this work is to visit places that employ stock clerks, such as large retail stores. Employers sometimes publish job descriptions which list the qualifications for this work.

Your school counselor would be a good person to talk with. He might have information about this work and might know of employers who hire stock clerks. The local office of the U.S. Employment Service can furnish information about job openings, earnings, and working conditions.

TYPISTS

Weekly Pay:	$80
Type of Work:	Clerical
Education:	High school
Training:	Business courses

One-half million women in the United States are typists. Good typists are needed in practically every business. A girl who graduates from high school with good typing skills and some business training can usually find an interesting job with opportunities for advancement.

WHAT THEY DO

Some kinds of typing are more difficult than others. Beginners, or junior typists, address envelopes, type headings on form letters, copy directly from handwritten or typed drafts, and do other routine work.

Experienced, senior typists do work which requires a high degree of accuracy or involves independent judgment. Senior typists may work from rough drafts which are hard to read or which contain technical material.

TYPISTS

Many typists, because of special duties connected with their jobs, have special job titles:

Clerk-typists combine typing with filing, sorting mail, answering the telephone, and other general office work.

Receptionist-typists combine typing with answering the telephone and contact with the public.

Transcribing-machine operators type letters and other documents as they listen to dictation recorded on tape recorders or other sound-recording devices.

Policy writers work in insurance companies.

Waybill clerks work in banks or real estate offices.

Statistical typists specialize in typing materials containing numbers and must be able to set up tables as well as to type numbers rapidly and accurately.

TRAINING AND REQUIREMENTS

Applicants for typing positions are required to meet certain standards of typing speed and accuracy. Typists generally must be able to type accurately at least 40 or 50 words a minute.

Typists can obtain the training needed by attending day or evening classes in public and private schools.

TYPISTS

A high school business course provides excellent preparation because a typist, in addition to being skilled in using a typewriter, needs a knowledge of business practices and of spelling, vocabulary, punctuation, and grammar. Ability to operate office machines, such as transcribing, copying, and adding machines, is helpful in getting a job.

A friendly manner, a pleasant personality, neatness, and the ability to follow directions are important personal characteristics for a typist.

Typists may advance to better paying and more responsible jobs by being promoted from junior to senior typing positions. With training in taking dictation, a typist may become a stenographer or a secretary.

EARNINGS AND WORKING CONDITIONS

The average salary of women employed as junior typists ranged from $53.50 to $76.50 a week in 1963-64. For senior typists, the range was from $59.50 to $96 a week.

The entrance salary for typists employed by the Federal Government in 1965 was about $70 a week.

TYPISTS

EMPLOYMENT OUTLOOK

Many thousands of openings for typists will occur each year. The turnover in this occupation has always been high, and is expected to remain so. Duplicating machines and other mechanical devices have taken over some of the work performed by junior typists. The greatest demand will be for typists who can also do other kinds of office work.

WHERE TO GET FURTHER INFORMATION

Consult with your school counselor and Business Education teacher about high school courses offered in typing and business training. Read the want ads in the newspapers. They will indicate the variety of job opportunities for typists and the requirements necessary. A list of private business schools may be obtained by writing to:

United Business Schools Association
1518 K Street, N.W.
Washington, D.C. 20005

SALES

- Outside Sales
- Sales Clerks

OUTSIDE SALES WORKERS

Weekly Pay:	$150
Type of Work:	Sales
Education:	High school desirable
Training:	On-the-job

Wholesaler's representatives, company salesmen, and door-to-door merchants are called "outside salesmen" because they work outside the store and travel from place to place to meet their customers.

WHAT THEY DO

The salesman presents his product, explains its best qualities, and persuades the customer to buy the product. He writes the order and collects a deposit. Some salesmen also deliver the purchases.

The company representative sells large quantities of his company's product to wholesale merchants or to retail stores. Company salesmen are usually highly trained specialists in one type of item.

Wholesale salesmen usually work for regional suppliers who carry a large number of items. Hardware, drugs, and clothing are examples of wholesale merchandise.

OUTSIDE SALES WORKERS

The best-known outside salesman is the door-to-door salesman or saleswoman. Vacuum cleaners, cosmetics, and cleaning materials are popular home-sale items. These people are the hardest working salesmen, but their income is very high when they are successful.

TRAINING AND REQUIREMENTS

Since the salesman's main requirement is personality, employers are more interested in the individual than his special education.

Good high school courses for the prospective salesman include business arithmetic, general business, and public speaking.

The employer furnishes any necessary special training, which may include information about the product and how to sell it.

Most salesmen are good at meeting people, carrying on a conversation, and persuading the customer to buy their product.

EARNINGS AND WORKING CONDITIONS

Many salesmen's earnings are seasonal. Their "big months" are September and October, before the Christmas rush. Their earnings run from around $75 to over $200 a week depending on the product sold, where it is sold, and the experience and skill of the salesman.

Salesmen may be paid either a straight commission, a salary, or a combination of the two. A commission is a percentage of the sales. A two-percent commission means that the salesman earns $2.00 on every $100.00 worth of sales. With a commission the more a salesman sells, the more money he earns.

Commission salesmen usually make very high earnings if they are good at their work. Salaried salesmen make less money, but their earnings are regular. Most salesmen prefer a combination of regular salary and commissions.

If the salesman covers a large territory, he must be willing to drive or fly in all kinds of weather, sometimes at night, and be away from home much of the time.

Some companies provide their salesmen with cars, while others allow the salesmen mileage for the use of their own cars.

EMPLOYMENT OUTLOOK

There will be an increase of over one million sales jobs during the next ten years. Future salesmen will need increased training, but the winning sales personality will still be the main ingredient for success.

WHERE TO GET FURTHER INFORMATION

Your school counselor or school librarian might have other information about this occupation. The U.S. Employment Service in your community will know of job openings and qualifications needed.

> Perhaps someone in your neighborhood is an outside salesman and could tell you about his work. Ask him questions about his training, hours he works, and other things you might want to know.

SALES CLERKS (RETAIL STORES)

Weekly Pay:	$70
Type of Work:	Sales
Education:	High school desirable
Training:	On-the-job

Over two-and-one-half million sales clerks were employed in 1965 in almost 100 kinds of retail businesses. More than half of these employees were women. The stores where they worked range from small stores with one or two employees to very large stores with hundreds of them.

WHAT THEY DO

Salespeople sell merchandise, make out sales or charge slips, receive money, and give change and receipts. They may stock shelves or racks, mark price tags, take inventories and prepare merchandise displays.

The success of any retail store depends on the friendly and courteous service given the customer. The sales clerk often assists the customer by demonstrating an item, and helping him make a selection.

SALES CLERKS

A salesperson must be very familiar with the merchandise. For example, the automobile salesman must be able to drive and to explain the advantages of his car. A jewelry store clerk must know about gems and give details about the jewelry sold.

TRAINING AND REQUIREMENTS

Most retail stores arrange on-the-job training for new sales clerks. In small stores this training is given by an experienced sales clerk or the owner of the store. In a large store, formal training is usually given and may last for several days.

Employers prefer high school graduates for full-time sales jobs. Part-time work provides experience helpful in obtaining a full-time job. Many employers hire high school students as part-time clerks during the summer or holidays.

Some high schools offer courses in salesmanship, commercial arithmetic, and home economics which provide a good background for sales work. Other high schools have distributive education programs which include courses in merchandising, principles of retailing, and salesmanship. Practical work experience is often a part of these programs.

Employers look for people who have a pleasing personality, an interest in sales work, a neat appearance, and an ability to express themselves.

EARNINGS AND WORKING CONDITIONS

Inexperienced sales clerks start at about $1.25 an hour. Others, mostly men, start at $1.50 an hour.

Experienced sales clerks are paid as much as $4.00 an hour. Many salesmen such as major appliance or automobile salesmen are paid a commission, which ranges from 4 percent to 9 percent of the item's selling price. These clerks earn as much as $150.00 a week.

Most retail stores provide the usual benefits such as insurance plans, retirement and pension plans, and discounts on merchandise bought in the store.

Full-time employees usually work 40 hours during either a five- or six-day week. Some employees receive overtime pay for hours they work beyond the minimum. A clerk should expect to work at least one night a week.

Most of the workday is spent standing up. There is very little heavy work involved. The work has very busy periods followed by quiet periods.

EMPLOYMENT OUTLOOK

Many thousands of job openings will be available for beginners each year. There is a high turnover in this occupation and many new employees are needed to take the place of those who leave.

Today's large self-service retail stores do not require as many clerks as in the past, but an individual who meets the requirements for this job should have little trouble finding employment.

The sales clerk who takes an interest in the job has a good chance to advance. This is one of the few occupations in which a high school education is sufficient for advancement to supervisory positions.

WHERE TO GET FURTHER INFORMATION

A distributive education teacher can tell you about local opportunities in retail sales. He can also supply information about the requirements for particular jobs.

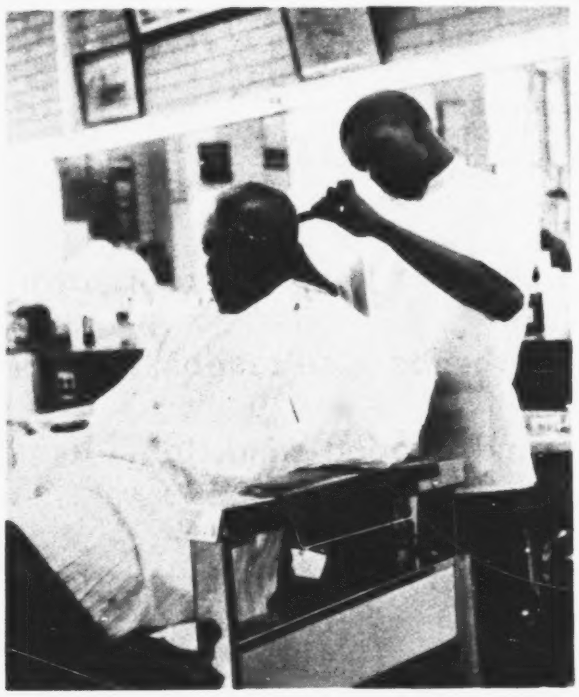
The following organizations can supply information:

National Association of Retail Clothiers and
Furnishers
1257 Munsey Building
1329 E Street, N.W.
Washington, D.C. 20004

National Association of Retail Grocers
1317 F Street, N.W.
Washington, D.C. 20004

SERVICES

- Barbers
- Beauty Operators
- Dry Cleaners
- Hospital Attendants and Nurse Aides
- Laundry Workers
- Licensed Practical Nurses
- Taxi Drivers
- Telephone Operators
- Waiters and Waitresses



BARBERS

Weekly Pay:	$110
Type of Work:	Service
Education:	High school desirable
Training:	Barber school; license required

Two hundred thousand people were employed as barbers in 1964. Most barbers are men. Many barbers own their own shops.

WHAT THEY DO

Barbers cut hair, give hair and scalp treatments, shaves, facial massages, and shampoos. They may sell hair tonics and shampoos, and give advice on care of the hair and scalp.

Barbers must be able to give all types of haircuts and to follow the customer's wishes about the way he wants his hair cut. They must know how to finish each haircut so that it is best suited to the shape of the customer's head. Barbers must keep up with the latest trends and fads in hair styles.

A barber builds up his business by giving good haircuts, giving his customer quick, courteous service, and keeping a clean, attractive shop.

In a small shop, it may be part of the barber's job to keep his own work area clean and sweep the shop. Each barber is also responsible for keeping his barbering instruments sterilized and in good condition.

Barbers who own their own shops order supplies, pay bills, keep records, and hire and manage employees.

TRAINING AND REQUIREMENTS

Licenses are required for barbers. To qualify for a license, a barber must pass an examination which includes a written test and a demonstration of his ability to perform barbering services.

Barber training is offered in many public, vocational, and private barber schools. Courses take from six to nine months.

A student barber studies haircutting, shaving, massaging, and facial and scalp treatments. He practices these services, under supervision, on fellow students and customers. He also takes courses in the use and care of barber instruments, sanitation, hygiene, and anatomy.

A graduate of a barber school may find his first job by being recommended to an employer by the barber school he attended, or he may locate a job through the barber's union. A barber usually furnishes his own tools, which cost from $75 to $100.

Experienced barbers may become managers of large shops or they may open and manage their own shops.

Barbers who go into business for themselves must have money to buy or rent a shop and install equipment. Some owners buy used equipment at reduced prices; others pay higher prices for new equipment. The cost of equipping a one-chair shop is about $1,500.

EARNINGS AND WORKING CONDITIONS

Most full-time barbers earned between $60 and $160 a week in 1964. These earnings include tips, which are an important part of a barber's earnings.

Barbers who work for an employer are either paid commissions, usually 60 to 80 percent of money they take in, or receive salaries plus commission.

Barbers work 40 to 50 hours a week. They may be very busy during peak hours and on Saturday.

EMPLOYMENT OUTLOOK

Openings for jobs as barbers will be available to replace barbers who retire or move to other jobs.

Large shops in suburban areas will need more trained barbers.

WHERE TO GET FURTHER INFORMATION

Ask your school counselor for information about vocational schools in your area offering barber training courses,

or

write for a list of accredited schools to:

National Educational Council
Associated Master Barbers and
Beauticians of America
1141 North Delaware Street
Indianapolis, Indiana 46207

BEAUTY OPERATORS

Weekly Pay:	$70
Type of Work:	Service
Education:	High school desirable
Training:	License required

The occupation of a beauty operator — or hairdresser, cosmetologist, or beautician, as they are sometimes called — is an important one. More than 300,000 people were employed as hairdressers and cosmetologists in 1960.

WHAT THEY DO

Beauty operators give permanent waves and cut, style, shampoo, set, straighten, dye, tint, and bleach hair. Beauticians may also give manicures and facial treatments, apply make-ups, shape eyebrows, and arrange wigs and hairpieces.

In a small shop, each operator may do all types of work. In large salons, operators may specialize in different phases of the work, such as hair cutting and styling, permanent waving, facial treatments, or manicuring. Men often specialize in hairdressing — some of the best-known hairdressers are men.

TRAINING AND REQUIREMENTS

Almost all states require that beauty operators have a license. Requirements for obtaining a license vary from state to state. Usually an applicant must be 16 years of age or older and have completed at least the 8th grade. A certificate of good health must be provided.

> The applicant needs to complete a state-approved cosmetology course or program of apprenticeship training, and to pass an examination on the theory and practice of cosmetology given by the state in order to obtain a license.

Training in cosmetology is offered in private beauty culture schools, in public vocational schools, and through an apprenticeship training program.

> Courses in private beauty schools last from six months to one year. Courses given in public vocational schools may last two or three years, since they include academic subjects required for a high school diploma. Apprenticeship training continues over a longer period of time than training in public and private schools.

Public and private school beauty training includes classroom study, lectures, demonstrations, and practical work. Beginning students practice on each other or on mannequins, and later on customers in school clinics.

Experienced beauty operators may specialize in one phase of the work, teach in a beauty culture school, manage a large shop, or become a representative of a manufacturer of beauty products.

To be successful, a beauty operator must be artistic, have a real interest in her work, and be willing to try to please the customer. She should be physically strong, because this work requires a great deal of standing.

EARNINGS AND WORKING CONDITIONS

Beauty operators are often paid a basic wage plus a commission. Many beginning operators earn between $50 and $80 a week. Expert operators in exclusive salons earn more; a few top stylists earn as much as $300 a week or more.

Most full-time beauticians work 40 to 44 hours per week. Some work evenings and Saturdays.

Employment for beauty operators is expected to expand rapidly. People are becoming more aware of how important good grooming is for social and business life and are spending more money for such services.

The number of men employed as hairdressers has increased particularly rapidly, and many jobs are available for the expert male hairdresser and stylist.

This occupation offers good opportunities for both men and women to own their own business.

WHERE TO GET FURTHER INFORMATION

If you are interested in becoming a beauty operator, talk to your school counselor about public or private schools in your area. You might write to the State Board of Cosmetology in your state about approved training schools and requirements for licensing. Information can be obtained from:

National Association of Cosmetology Schools, Inc.
3839 White Plains Road
New York, New York 10067

DRYCLEANERS

Weekly Pay:	$65
Type of Work:	Service
Education:	High school desirable
Training:	On-the-job; Vocational school

The American public spends a great deal of money having clothes and furnishings cleaned.

The drycleaning industry can provide jobs for people with many different talents and interests. If you like working with people, you might enjoy selling drycleaning service. Perhaps you might prefer the challenging work involved in knowing how to remove spots and stains from different kinds of fabrics.

There are job opportunities in the drycleaning industry for both men and women. A description of some of these jobs follows.

WHAT THEY DO

There are three basic types of work to be done. First, there is the actual drycleaning process. Next, we will look at some of the other jobs which are related to this procedure. Finally, we will consider jobs which, although they are an important part of the services provided, are not part of the actual cleaning process.

DRYCLEANERS

1. Drycleaner - This job is usually done by a man. Since machine drycleaning is often done with complex equipment, the drycleaner must have both drycleaning skill and mechanical ability. He chooses the right cleaning fluid for each fabric and sees that the proper amount of fluid is used. The drycleaner supervises the machines and helpers while garments are being cleaned.

Wetcleaner - Some special items and garments will be done by wetcleaning instead of drycleaning. The wetcleaner will test fabrics to see if they can be cleaned safely this way. This cleaning work is sometimes done by hand and sometimes by machine.

Spotter - This worker checks clothing for spots or stains which must be specially treated. Sometimes this work is done before the items go to the drycleaner. This job is done by the pre-spotter. More often, a spotter checks garments for stains after they have been cleaned. Both jobs require a high degree of skill and knowledge. These workers must be able to recognize many types of spots and stains. They must know what type of fluid may be used safely to remove these spots from each garment.

Specialties - There are many kinds of specialty cleaning jobs.

Workers may acquire the skills needed to clean such items as furs, leather goods, rugs, curtains, draperies, blankets, knit garments, furniture, neckties, gloves, and hats.

2. Finisher - The finisher presses clothing and other items on a steam-operated press. Certain articles can best be done by hand. These items are pressed by hand finishers, who are usually women.

Dyer - The dyer must know about chemistry and fabrics. He must choose the proper combination of dyes and other chemicals for dyeing each item. Then he is responsible for measuring and mixing these chemicals and then dyeing the garments.

3. Routeman - The routeman picks up clothing and other items to be cleaned from the customer's home. He writes the customer's name and address on a tag, along with a description of the type of work to be done. When the cleaning is finished at the plant, he returns the garments to the customer and collects for the work done. The routeman is a salesman, too. He builds up his route by getting new customers and by selling more services to the customers he already has.

Marker - The marker, or receiving clerk, inspects items which are brought to the cleaners. This work is usually done by a woman. She makes a note of any rips, unusual stains, or other

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defects. Then an identification tag is put on each item so that it will not get lost while it is at the drycleaning plant.

Bagger - When each customer's order has been completed, the bagger wraps and prepares it for delivery.

TRAINING AND REQUIREMENTS

A young man or woman who is interested in this industry can begin work as a helper and advance to more difficult jobs as he or she gains experience. It is also possible to begin by taking training offered by a vocational school. This type of training in drycleaning, spotting, dyeing, and pressing is offered by vocational schools in eleven states.

Markers should be able to identify many kinds of fabrics and stains. They should have at least some knowledge of stain removal.

Spotters and dyers must have technical training in chemistry. If you are interested in a career as a spotter or dyer, plan to take chemistry while you are in high school.

Since routemen are the contact between the business and the customer, they should be neat, pleasant, and business-like.

EARNINGS AND WORKING CONDITIONS

Earnings in the drycleaning industry depend upon the job, the worker's experience and skill, and the section of the country in which he works. Spotters, drycleaners, and finishers are the highest paid workers.

Most drycleaning plants offer good working conditions. Non-flammable cleaning solutions (liquids which will not catch fire), ventilating equipment, and air-conditioning make the work fairly safe from accidents.

EMPLOYMENT OUTLOOK

The drycleaning industry is growing rapidly. There are three times as many drycleaning plants as there were fifteen years ago, and there are four times as many workers. That is why a young person has the chance to advance as quickly as his ability and willingness to learn will permit.

WHERE TO GET FURTHER INFORMATION

See your school counselor if you are interested in working in the drycleaning industry. Find out if a vocational school in your community offers training in drycleaning.

You might visit a local drycleaning plant and talk to the manager about the jobs in this business.

DRYCLEANERS

For more information, you can write to:

International Association of Cleaning and Dye House Workers
1771 E. 12th Street
Cleveland, Ohio

National Institute of Drycleaning
909 Burlington Avenue
Silver Spring, Maryland

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HOSPITAL ATTENDANTS AND NURSE AIDES

Weekly Pay:	$56
Type of Work:	Service
Education:	High school desirable
Training:	On-the-job

Practical nurses and hospital attendants do the routine non-technical work so that busy doctors and nurses are free for other duties.

WHAT THEY DO

Women in this occupation are usually called nurse aides. Men are called hospital attendants or orderlies. Both are important members of the hospital nursing team. Nurse aides attend to the personal comfort and needs of patients under the supervision of doctors or registered nurses. Attendants make the patient's bed, serve his food, and bathe him. Aides deliver messages, take patients to other parts of the hospital, and count and stock linens.

Orderlies move heavy medical equipment, mattresses, and furniture. Psychiatric aides do about the same things, but they work in mental hospitals.

TRAINING AND REQUIREMENTS

On-the-job training lasts from one week to twelve months. Some hospitals have formal classroom instruction. Other hospitals have daily instruction and supervision for each new job. Training depends on the requirements of the job and the experience an individual brings to the job. In all cases, some supervision can be expected even after training is over.

Those who wish to apply for this job must usually be at least 17 years old. A grammar school education is required by all employers. Most employers prefer candidates who have completed high school. An applicant should have a pleasant personality, good physical stamina, patience, and the ability to carry out orders and do exactly as told.

A desire to help sick people is very important. Another important requirement is that the individual must be clean and neat. Some states require a health certificate from everyone who works in a hospital.

EARNINGS AND WORKING CONDITIONS

Hospitals are kept very clean. They are well lighted and ventilated and often air-conditioned.

There might be, from time to time, some stress on the job. This happens when emergencies arise. Then the attendant's services must be quick and accurate. Much reward can come from knowing you have helped others who cannot help themselves. Hospital attendants usually work 40 hours or less a week. There might be some night, weekend, and holiday work. Benefits are the same as those offered to other employees of the hospital.

Wages will vary according to the area of the country. Average wages paid for hospital attendants who worked in hospitals run by the Federal Government in 1965 were about $3,500 a year. These were mostly veterans' hospitals. Other hospitals paid from $40.50 to $63.50 per week, depending on where they were located.

EMPLOYMENT OUTLOOK

Hospital attendants are in great demand today. This demand will continue. The work offers good opportunities for those interested in the fields of health or medicine who cannot, for one reason or another, meet the requirements of higher positions.

WHERE TO GET FURTHER INFORMATION

Many publications about this work are now available. School counselors and school nurses will probably have much information to show you.

The branch of the American Medical Association in your area would probably be willing to supply information. The U.S. Employment office in your community will know of available positions and qualifications needed to get these jobs.

Arrange to visit hospitals and talk to people who might hire attendants. Ask them about the work. See if there might be attendants at these hospitals for you to speak with. See what they think about their job.

For more information, you can write to:

National League for Nursing
10 Columbus Circle
New York, New York 10019

American Nurses' Association
10 Columbus Circle
New York, New York 10019

LAUNDRY WORKERS

Weekly Pay: $56
Type of Work: Service
Education: High school desirable
Training: On-the-job

The laundry industry is the largest service industry in America. It employs over 400,000 people, and 75% of them are women.

WHAT THEY DO

There are many different jobs in the modern commercial laundry. Each job is performed by a specialist in the large plant, but one person may perform many jobs in the small laundry.

When the laundry arrives, it is given a mark to identify the owner. The marker gives the laundry to the sorter who separates the different materials and colors.

The laundry is loaded into the large washing machines by the operators, usually men. When the wash is finished, it is removed by extracters and delivered to a drying room. The dry laundry is ironed by pressers and then folded and separated, according to the laundry mark. It is now ready to be wrapped and delivered.

There are some special workers in the laundry. A blanket washer specializes in the care of blankets. Since buttons are sometimes missing, a mender sews on buttons and fixes small rips before the items are laundered. Shirt finishers operate the pressing equipment used in ironing men's shirts.

TRAINING AND REQUIREMENTS

Since most laundry work is physically demanding, good health and strength are important requirements. The laundry worker must have good coordination and must be able to work rapidly.

There are no minimum school requirements for laundry workers. An eighth-grade education is sufficient for most jobs. Workers earn and advance through experience on the job. The laundry worker starts with one of the easy jobs, such as marking clothing or cleaning the machines. The washing machine operator and the sorter require considerable knowledge and experience.

Special training in all phases of laundry operation and management is offered by the American Institute of Laundering. These courses are taken by individuals who want to be supervisors or managers.

EARNINGS AND WORKING CONDITIONS

Laundry workers must work in hot and steamy rooms, although modern air-conditioning has made the laundry more pleasant than it was many years ago.

Laundries operate during regular working hours. Most work a six-day week. Some very large laundries work a night shift. Pay rates vary according to the type of work. Wages are generally low. Inexperienced workers start at an hourly rate of about $1.00 an hour. Experienced and skilled workers can earn as much as $1.25 to $1.40 an hour. Men's jobs usually pay higher than the women's jobs.

Foremen and managers earn between $100 and $200 a week, depending on the size of the laundry. Although salaries are improving in the laundry industry, they still lag behind other fields.

EMPLOYMENT OUTLOOK

Laundry workers are always in demand. There is a high job turnover because many women leave this work when they marry. Many men leave the laundry when they have qualified for a better paying job.

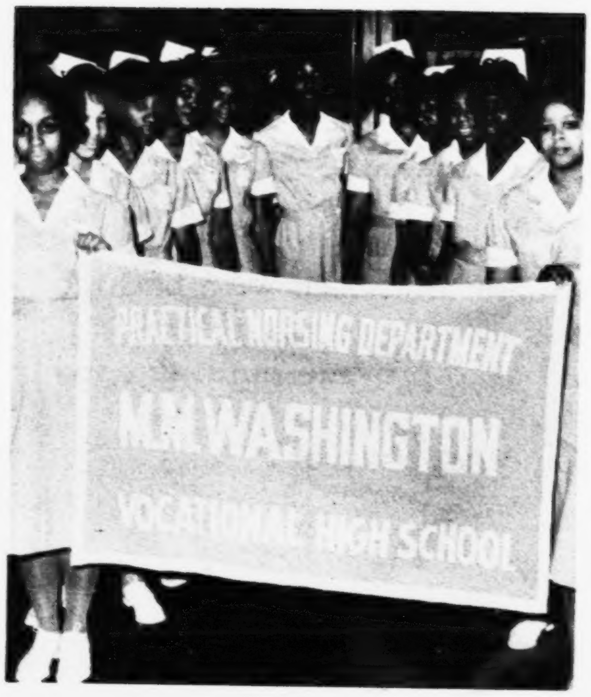
The opportunity for steady work in the laundry field is excellent, and, as the wages continue to improve, these jobs become desirable for workers with a minimum of schooling.

WHERE TO GET FURTHER INFORMATION

Contact your school counselor who might have information about available jobs in this line of work in your community. Perhaps the counselor might arrange for a visit to a laundry so you can talk to those who are now in this work.

Write to:

American Institute of Laundry
Joliet, Illinois



LICENSED PRACTICAL NURSES

Weekly Pay:	$85
Type of Work:	Service
Education:	High school
Training:	One year; license required

Practical nurses are providing a solution to the severe shortage of trained nurses.

The licensed practical nurse is trained to assist in the care of the physically and mentally ill under the direction of a doctor or registered nurse.

As members of a nursing team, practical nurses perform many of the ordinary duties, so that registered nurses have more time for specialized duties.

WHAT THEY DO

Practical nurses work in hospitals, clinics, homes for the aged, mental institutions, private homes, doctors' offices, schools, and public health agencies.

In hospitals, practical nurses deliver pills and give treatments and other medications as directed by the doctor; take the patient's temperature, pulse, and blood pressure readings; and help with bathing and other personal hygiene needs. They may also provide nursing care for newborn babies and their mothers, the handicapped, or convalescents.

In doctors' offices, practical nurses assist physicians or professional nurses in the examination of patients, give simple medications or treatments as directed, make routine laboratory tests, and perform some clerical work.

TRAINING AND REQUIREMENTS

Most practical nurses are licensed by the state in which they practice. Graduation from a state-approved school of practical nursing and completion of a state examination are required before the license is granted.

Practical nurse training may often be obtained in a public vocational high school or an adult education program. Private schools operated by hospitals also offer this course. Applicants to schools of practical nursing must have completed two years of high school. Some schools require a high school diploma for admission.

An applicant for a training program is required to pass a health examination and an aptitude test, have a personal interview, and provide references and school records.

The year of practical nurse training is divided into one-third classroom study and two-thirds supervised clinical practice.

Classroom instruction includes study of basic nursing skills, parts of the body, conditions of illness, foods, and types of medicine and medications.

Most practical nurses are women. A desire to help sick people, a pleasant manner, physical stamina, and patience are important in being a practical nurse.

EARNINGS AND WORKING CONDITIONS

Weekly salaries of women practical nurses in hospitals ranged from $54 to $73 a 40-hour week.

In the Federal Government, the salaries of practical nurses employed in the Veterans Administration hospitals in 1965 ranged from $4,005 a year for beginners, to $6,485 for experienced workers with several years of federal service.

EMPLOYMENT OUTLOOK

The successful use of licensed practical nurses as members of nursing teams and the continuing shortage of professional nurses indicate excellent employment opportunities for trained practical nurses.

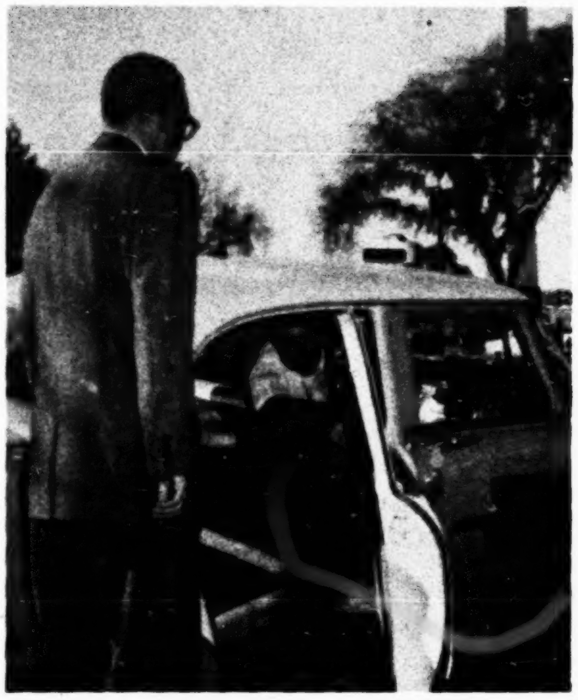
Many part-time positions will continue to be available so that women with families may continue to work as practical nurses.

WHERE TO GET FURTHER INFORMATION

If you are interested in a career as a practical nurse, talk with your school counselor. He will help you find information about private and public schools in your area which offer training programs. You may also write to:

National League for Nursing
10 Columbus Circle
New York, New York 10019

The National Association for Practical Nurse Education
654 Madison Avenue
New York, New York



TAXI DRIVER

Weekly Pay:	$110
Type of Work:	Outside
Education:	Eighth grade or more preferred
Training:.	On-the-job

Taxicabs are part of the transportation system of almost every community.

Taxicabs often have two-way radios which are used to tell drivers where to pick up their passengers. Other drivers may wait in front of train stations, theaters, hotels, bus stations, airports, or other places where people will want to find a taxicab. A good taxi driver should keep informed about events such as baseball and football games where crowds are likely to gather.

WHAT THEY DO

Taxicab drivers help passengers in and out of the cab, handle their luggage, and provide transportation. They may also sometimes deliver packages.

Drivers must usually keep records of such things as where and when passengers were picked up, where they were taken, and how much the fare was.

TRAINING AND REQUIREMENTS

In most large cities a taxicab driver must have a chauffeur's license issued by the State and a special taxi driver's license issued by the local police or other department. The requirements for licenses vary from place to place. However, in order to get a license you usually must be at least 21 years old, in good health, have a good driving record, and no criminal record.

Most large communities require taxi drivers to pass a written test on taxicab and traffic regulations. This test may include questions about street locations, insurance regulations, accident reports, zoning or meter rules, and picking up passengers. In some cities cab companies will prepare the driver to take this test. After he has passed the test, the driver must pay a small license fee each year.

Formal education is not usually a requirement, but many companies prefer taxi drivers to have at least an eighth grade education. A good taxi driver should be neat, well-groomed, and able to deal politely with customers. Good coordination is important because taxi drivers must often drive their cabs in fast moving and heavy traffic.

There is not much chance for advancement, but many drivers who work for cab companies look forward to buying their own taxicabs. The opportunity to work independently, by owning their own cabs, attracts many workers to this job.

EARNINGS AND WORKING CONDITIONS

Complete information about earnings of taxi drivers is not available. Some taxi drivers are covered by union contracts which guarantee them up to $60 or $65 a week. In one large eastern city, taxi drivers earned an average of about $125 for a 6-day week in early 1964. This included tips, which may be from 10 to 20 percent of each fare. Most taxi drivers who work for cab companies are paid from 40 to 50 percent of the fares they collect.

The average full-time taxi driver works 9 or 10 hours a day for 6 days a week. Many drivers begin work between 6 a.m. and 8 a.m. Some drivers work at night, beginning late in the afternoon. Some work on Sundays and holidays. Many college students work their way through school by driving cabs part-time and during school holidays. Some workers work part-time as taxi drivers in order to add to their regular incomes.

Driving a taxicab is not physically hard work. However, drivers must be able to put up with the nervous tension from driving in heavy traffic and dealing with all kinds of passengers. There is no direct supervision on the job, but the city where the driver works usually regulates his personal appearance, the fares he charges, and his driving practices.

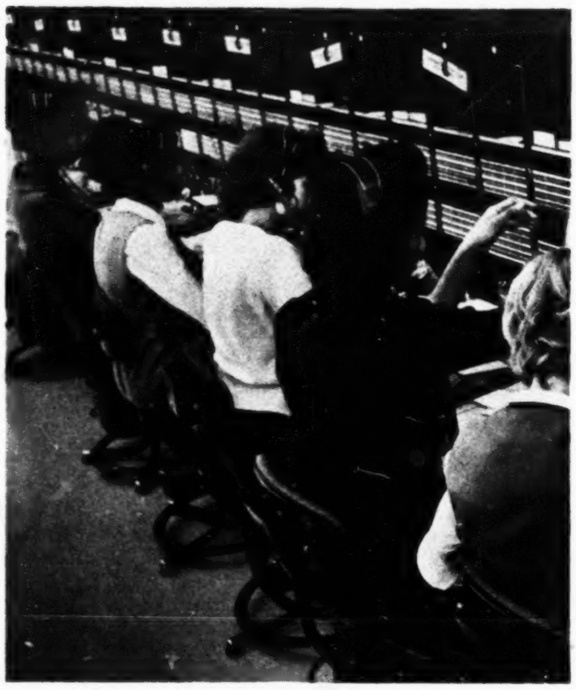
EMPLOYMENT OUTLOOK

Because turnover is high in this occupation, there will be many opportunities for new workers to become taxi drivers during the next ten years. However, the total number of taxi drivers has grown smaller in the past few years.

WHERE TO GET FURTHER INFORMATION

To find out more about this job, write to:

International Brotherhood of Teamsters, Chauffeurs,
Warehousemen and Helpers of America
25 Louisiana Avenue, N.W.
Washington, D.C.



TELEPHONE OPERATORS

Weekly Pay:	$85
Type of Work:	Service
Education:	High school
Training:	On-the-job

Few homes and no businesses would be without telephones. About 220,000 women were employed as telephone operators by telephone companies in 1962. Another 100,000 worked as switchboard operators for businesses that have many telephones.

WHAT THEY DO

A telephone operator assists customers and other operators in making connections for the calls they wish to place. Person-to-person calls, many other long distance calls, and other special kinds of calls must be made through the operator. Information operators answer customers' and long-distance operators' requests for telephone numbers.

Other operators, known as PBX operators (Private Branch EXchange), work in office buildings, hotels, and other places that have many telephones. This is a specialized telephone operator whose duties require training beyond that received by the usual telephone operator.

TELEPHONE OPERATORS

TRAINING AND REQUIREMENTS

Most telephone companies require that the full-time telephone operator be a high school graduate. Sometimes, high school students can work part-time and gain switchboard experience.

Applicants are given a physical examination and checked for good eyesight and hearing. They are frequently tested for their ability to spell, to do general arithmetic, and to write legibly. Other requirements include a pleasing voice, alertness, a willingness to cooperate with others, an even disposition, tact, and judgment in dealing with customers.

A formal on-the-job training program lasts from one to three weeks. A Service Assistant Operator is generally assigned one or two new employees for training. Trainees practice calls on dummy switchboards. Once skilled at this, they are assigned a regular position at a switchboard.

Training continues under the Service Assistant. She teaches the new telephone operator how to handle other types of services such as routing long-distance calls. Operators continue their training throughout their careers.

A switchboard operator may be promoted to Service Assistant and then to a Group or Assistant Chief Operator. She may then become a Chief Operator who plans and directs the work of a central office. Chief Operator is usually the highest level to which operators may advance.

EARNINGS AND WORKING CONDITIONS

In June 1965, major telephone companies paid an average of $90.00 per week. The pay ranged from about $75 for beginners to $105 for experienced workers.

Earnings increase as telephone operators gain experience and skill. For example, Service Assistants receive from $6.50 to $10.00 a week more than the regular telephone operator.

Earnings also depend on the hours worked. Those working an 8-hour shift starting at 7:00 p.m. receive extra pay. Telephone operators also may receive overtime pay, paid vacations, and other benefits.

Working conditions are usually good. There are rush hours when an operator is very busy, but these periods are eased by frequent rest breaks. Switchboard areas are well lighted, well ventilated and usually air-conditioned. Telephone operators in 1965 worked an average of 40 hours a week. Many operators work nights, Sundays, and holidays.

Other operators work split shifts to handle peak calling loads. An operator might also be called to work during emergencies.

EMPLOYMENT OUTLOOK

Women will find many opportunities open to them as telephone operators. Some part-time jobs will also be available.

Employee turnover will create thousands of jobs, but the total number of operators is expected to decrease. Technological changes have reduced the need for operators on certain types of calls. The increasing growth of telephone service, however, will provide a continuing demand for operators.

WHERE TO GET FURTHER INFORMATION

Additional information about jobs as telephone operators is available at the local telephone company. Local unions with telephone operators among their membership might have information.

See your school counselor. The counselor may be aware of job opportunities, qualifications, and other information.

WAITERS AND WAITRESSES

Weekly Pay:	$75
Type of Work:	Service
Education:	High school desirable
Training:	On-the-job

Today more and more people are eating meals away from home. Waiters and waitresses provide food service to customers in restaurants, nightclubs, hotels, lunch counters, and soda fountains.

In 1965 there were more than 900,000 waiters and waitresses in the United States. About 9 out of 10 of these workers were women. Many workers in this field were employed part-time.

WHAT THEY DO

No matter where they work, waiters and waitresses do about the same jobs. They take the customer's order, serve food and beverages, make out the customer's check, and sometimes take payments too. Lunch counter and soda fountain attendants may have such other duties as preparing sandwiches and other dishes, washing dishes, or acting as a cashier.

WAITERS AND WAITRESSES

The exact duties of the waiter or waitress depend partly on the type of eating place. Some restaurants and lunch counters offer quick, efficient service. Other places offer more formal, elegant meals. In many of the larger restaurants, such duties as clearing tables, filling water glasses, and other routine tasks are done by busboys and busgirls.

TRAINING AND REQUIREMENTS

Many workers in this field do not have a great deal of education. However, more and more employers prefer to hire beginners who have finished at least 2 or 3 years of high school. Restaurant associations offer special courses for waiters and waitresses. Some public and private schools also offer these courses.

Most beginners go through a period of on-the-job training. They will learn about the type of food service offered by their employer's business. Sometimes new workers start as busboys or busgirls. After they gain experience, they can advance to a position as a waiter or waitress.

EARNINGS AND WORKING CONDITIONS

It is hard to estimate the average weekly earnings of waiters and waitresses, because most of these workers receive tips from the customers they serve, as well as regular wages. Waiters and waitresses who work in restaurants and hotels average about $75 a week.

However, the total amount of tips is often as much or more than the worker's weekly wages. Since tips usually average 10 to 15 percent of the customer's bill, earnings from tips are usually highest in the restaurants which charge the highest prices.

Waiters and waitresses often receive free meals and uniforms, as well as their wages and tips. Health insurance, pension plans, and paid vacations may sometimes also be offered by employers.

Workers in this field often work split shifts. That is, they may work several hours during the middle of the day and several hours later in the evening, with time off in between. Large restaurants and dining halls usually provide pleasant working conditions and are often air-conditioned. Waiters and waitresses who work in smaller eating places may find that working conditions are less attractive. Sometimes the pace of work may be very rushed.

In all types of restaurants, workers usually spend many hours on their feet. They may have to lift heavy trays. Cuts or burns are possible work hazards.

EMPLOYMENT OUTLOOK

Employment opportunities in this field are expected to be good during the next ten years. Most job openings will be to replace workers who retire or take jobs in other fields. There will also be many new jobs as the restaurant industry grows to serve an increasing population.

Most of the job openings in this field will be for women. The number of men who work as waiters has grown smaller in recent years. There will be a lot of competition for the better jobs in the more formal restaurants. Beginners will find it easier to find employment in the many restaurants where food service is simpler.

WHERE TO GET FURTHER INFORMATION

For general information about this occupation, you can write to:

Educational Director
National Restaurant Association
1530 North Lake Shore Drive
Chicago, Illinois 60610

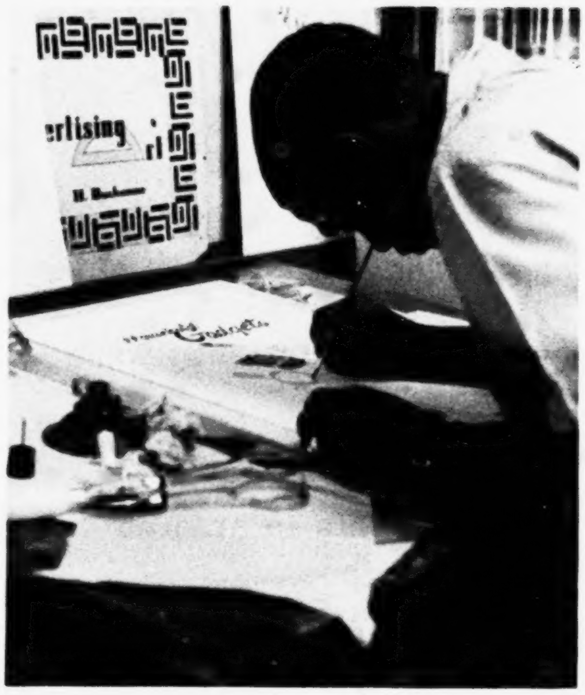
Information about wages and working conditions is available in:

Industry Wage Survey: Eating and Drinking Places
June 1963 (BLS Bulletin 1400, 1964)
Superintendent of Documents
Washington, D.C. 20402 (price 40 cents)

Industry Wage Survey: Hotels and Motels
June 1963 (BLS Bulletin 1406, 1964)
Superintendent of Documents
Washington, D.C. 20402 (price 40 cents)

OTHER OCCUPATIONS

- **Commercial Artists**
- **Factory Assemblers**
- **Firemen**
- **Policemen and Policewomen**



COMMERCIAL ARTISTS

Weekly Pay:	$125
Type of Work:	Professional
Education:	High school
Training:	Commercial Art school

We see commercial art every day in advertising, packages, interior decorations, industrial products, technical illustrations, textiles, and handicrafts.

WHAT THEY DO

Commercial artists draw the illustrations for advertisements found in newspapers, magazines, posters, displays, and television commercials.

Commercial artists may also prepare charts and maps, design labels for containers, draw movie cartoons, design covers for books and record albums, do freehand and mechanical lettering, and make designs for greeting cards, fabrics, and wallpaper.

The commercial art field is so broad that many commercial artists specialize in a particular technique or type of commerical art. Some of the most important specialists include the following:

COMMERCIAL ARTISTS

Illustrators make sketches and drawings. Many illustrators have a definite style that is best for a particular form of illustration. Some do best at black-and-white or full-color drawings for short stories and articles. Some specialize in fashion illustrations. This is an area where women do very well, particularly in illustrations for department store advertising.

Letterers design and draw lettering, either freehand or with the use of mechanical aids.

Layout men and paste-up artists choose and arrange the positions of pictures and lettering to attract the attention of the reader.

The largest employers of commercial artists are advertising agencies, commercial art studios, printing and publishing companies, television and motion picture studios, and department stores. Some commercial artists are free-lance artists who do work on a fee basis for various clients.

TRAINING AND REQUIREMENTS

Artistic ability is the most important qualification needed to become a commercial artist. In addition, training in the techniques of commercial art is required.

This training may be obtained in art schools, in commercial art courses offered by public vocational high schools, and through practical experience on the job.

The most widely accepted training for commercial art is the instruction given in art schools that specialize in commercial art. Some schools admit only high school graduates who demonstrate talent by submitting acceptable work samples.

The course of study takes two or three years. The first year in art school is concerned with study of the fundamentals — perspective, design, color harmony, composition, and the use of crayon, pencil, pen and ink, and other artistic mediums. More advanced study includes lettering, advertising lay-out, illustration, and drawing from life.

Beginning commercial artists need some on-the-job training before they can qualify for more than routine work.

EARNINGS AND WORKING CONDITIONS

Beginning commercial artists earned between $50 and $85 a week in 1965. Experienced artists may earn $100 to $150 or more a week. A free-lance artist may receive from $25 to $750 for a single fashion sketch.

EMPLOYMENT OUTLOOK

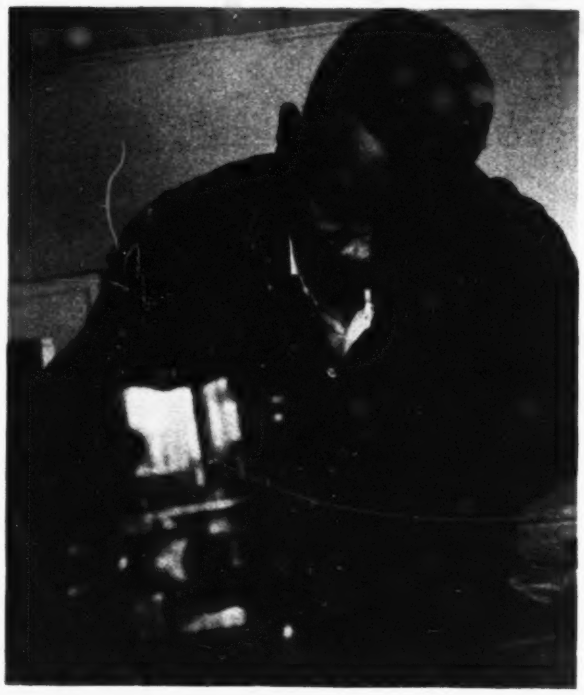
There are always job opportunities for the highly talented and creative commercial artist. Those with only average ability and little specialized training will encounter competition for beginning jobs. This is because of increased use of photography. A moderate increase in employment is expected over the long run.

Those with exceptional artistic ability will continue to find employment in all aspects of commercial art, particularly as fashion illustrators.

WHERE TO GET FURTHER INFORMATION

Talk to your school counselor about art courses to take in high school and commercial art schools in your area for special training. Study the ads in magazines and newspapers. Think about what phase of commercial art would be best for your talent and interest.

Write to: The National Association of Schools of Art
50 Astor Place
New York, New York 10003



FACTORY ASSEMBLERS

Weekly Pay:	$100
Type of Job:	Inside
Education:	High school not required
Training:	On-the-job

Everything today from soup to automobiles is produced by assembly-line factory workers. These assemblers are responsible for keeping America's production going and growing.

WHAT THEY DO

There are two types of assemblers. Floor assemblers put together parts of large, heavy machinery or equipment which moves by them on assembly lines. They may fasten parts together with bolts, screws, rivets, or welds. Bench assemblers put together small parts, such as transistors or electrical appliances. They might assemble the smaller parts of a large machine on a separate assembly line which eventually becomes part of a larger assembly line.

The more than 600,000 semiskilled assemblers do simple and often repetitive work. The tools used generally include pliers, screwdrivers, soldering irons, power drills, and wrenches. Some assemblers simply attach parts with their hands.

Skilled assemblers work on more involved tasks with almost no supervision. They are responsible for the final assembly of difficult or complicated jobs. Knowledge of blueprint reading, engineering, and the use of precision tools and measuring instruments is often needed for this work.

TRAINING AND REQUIREMENTS

A short on-the-job training period is usually all that is required for inexperienced assemblers. Job duties and company policies are explained. The new worker is then placed on the job under the supervision of an experienced employee. When he develops sufficient ability, he is put on his own.

Frequently, employers hire assemblers who do not have a high school diploma, but graduates or those who have taken vocational school courses such as blueprint reading are preferred.

The assembler must perform routine work at a steady, fast, and accurate rate. Some assembly-line jobs require special skills. For example, an electronic parts plant employee may need a knowledge of electricity. When assembly parts are color-coded, the worker may be tested for color blindness.

Women are often employed at bench assembly jobs. This work is rather light and requires the ability to handle small, delicate objects. In 1965, more than two out of five semiskilled bench assemblers were women.

EARNINGS AND WORKING CONDITIONS

Assembly workers are usually paid hourly wages. They work 40 hours a week. If they work more than 40 hours a week, they receive overtime pay. Their earnings vary widely according to the plant location, the type of product made, the size of the company, and the individual's skill level.

The more qualified semiskilled workers averaged about $2.60 an hour in 1965. Less skilled workers averaged about $2.21 an hour.

Working conditions differ according to the type of assembling. Electronics equipment work is frequently performed in a clean, well-lighted, dust-free room. Other assemblers may work in rather dirty surroundings.

Many semiskilled assemblers are members of labor unions. Most employers offer benefits such as holiday and vacation pay, health and life insurance, and retirement.

EMPLOYMENT OUTLOOK

The general employment outlook is good for factory assemblers. Several thousand semiskilled assemblers will be needed each year to replace present workers.

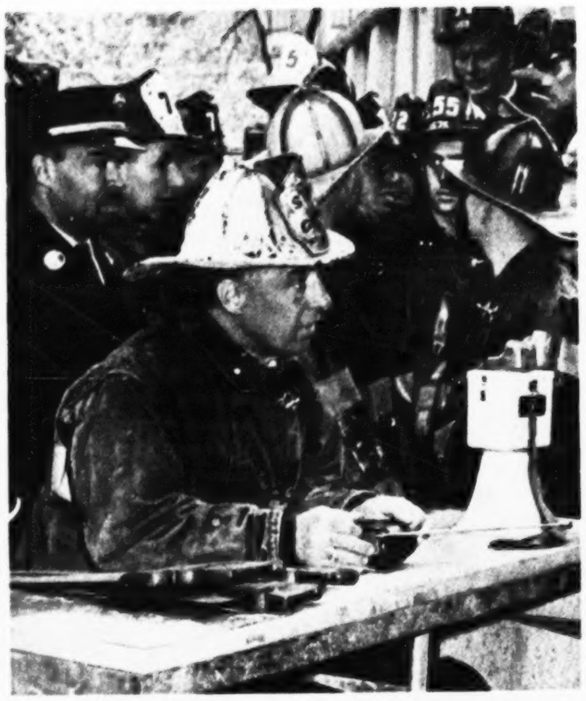
Most of the industries employing these workers are expected to increase their employment, but not all jobs are expected to increase at the same rate. New production methods may slow the rate of growth in some jobs.

WHERE TO GET FURTHER INFORMATION

Your school counselor or shop teacher may have information about the work of a factory assembler. Perhaps they can tell you of other people in the community who do this type of work.

Contact companies in your area that use an assembly-line process. Perhaps you might be allowed to visit the plant and see an assembly line in motion. Talk to the employer to see what he looks for in qualifications for workers.

The U.S. Employment Service office in your community will have a list of possible job openings and can tell you how to qualify for these jobs.



FIREMEN

Weekly Pay:	$100
Type of Work:	Outside
Education:	High school usually required
Training:	Formal

Firefighters have the important job of protecting us from a danger that every year costs hundreds of lives and millions of dollars worth of property damage. Without the help of these men, our losses would be even greater. Fire prevention is also an important job of city fire departments.

WHAT THEY DO

Because firefighting can be a dangerous and difficult job, a fire company must be well organized. There are many different tasks involved, such as connecting hoses to hydrants, operating pumps, and putting ladders in place. Each member of the team must know how to do these jobs. A fireman may also have to help people escape from a fire or give them first aid.

In some big cities, special workers may do some kinds of fire prevention work. However, in many cities, regular firemen do this work. They inspect factories, theaters, and other public buildings to see that these places are as safe as possible. They may also help teach us about fire prevention and safety.

TRAINING AND REQUIREMENTS

Before you can become a fireman, you must pass a written aptitude test, a medical examination, and a test of physical ability. For example, a fireman should be strong and able to work without getting tired easily. The requirements are not the same in all communities. However, in most cities you may take the examination to be a fireman only if you are at least 21 years old, a high school graduate, and meet certain height and weight requirements.

Big city fire departments usually train beginners for several weeks in a special firefighting school. New workers study such things as firefighting methods, building codes, first aid, and fire prevention. They learn how to use axes, fire extinguishers, fire hoses, ladders, and other special equipment. When they have finished their training, they are sent to local fire companies.

As new firemen gain experience, they may advance to higher ratings. They have the chance to be promoted to lieutenant after 5 to 10 years. Good workers may someday be promoted to captain, battalion chief, assistant chief, or chief of the fire department. A fireman's chance of promotion generally depends on his rating on written examinations, his work as a fireman, and how long he has worked as a fireman.

A good fireman should be alert, brave, able to work without tiring, and good at mechanics. Good judgment and leadership are also important.

EARNINGS AND WORKING CONDITIONS

In late 1963 and early 1964, beginning firemen were paid an average of about $4,400 in small cities and about $5,500 in larger cities. Beginning salaries were as low as $3,000 in a few small cities or as high as $7,000 in some large cities. Fire chiefs earned from $6,600 in the smallest cities to $16,000 in some of the largest cities. Firemen usually receive a raise each year for the first 2 to 5 years of service.

Firemen are often on duty for 24 hours and then off duty for 24 hours. In some cities, firemen may work a 10 hour day shift or a 14 hour night shift. Each fireman will sometimes work the day shift and sometimes the night shift. Many firemen are on duty a total of 55 to 65 hours a week. Workers in smaller communities often are on duty more hours a week than workers in big city fire companies. While on duty, a fireman sometimes has free time to read, rest, play cards, or the like.

Firefighting can be very dangerous work. Firemen must work overtime, if necessary, until a fire is brought under control. When overtime is worked, the fireman is often given either extra pay or extra time off. A fireman usually receives such benefits as paid vacations, pension plan, sick leave, health insurance, and benefits if he is injured on the job.

Many firemen belong to the International Association of Fire Fighters (AFL-CIO).

EMPLOYMENT OUTLOOK

There will be several thousand new jobs in this field each year through the mid-1970's. Since firemen usually can retire at an earlier age than most other workers, many young men will be needed to replace men who retire. Other jobs will be created as fire departments grow larger and as the work week grows shorter. Because this job offers steady employment and good benefits, competition for job openings is often keen.

WHERE TO GET FURTHER INFORMATION

Your local civil service commission or fire department can tell you about job openings and requirements.

You might want to write to these organizations for general information about the job of the fireman:

International Association of Fire Fighters
905 16th Street, N.W.
Washington, D.C. 20006

International Association of Fire Chiefs
232 Madison Avenue
New York, New York 10016

POLICEMEN AND POLICEWOMEN

Weekly Pay:	$100
Type of Work:	Service
Education:	High school required
Training:	Formal

Protective service occupations employ more than three-quarters of a million workers. More than one-third of these are police and detectives who work in every town and city in our country.

WHAT THEY DO

Their work includes directing traffic, arresting criminals and others who break the law, rescuing people and even pets, investigating, and giving first aid to those hurt in accidents.

Policemen in large cities are usually assigned to specific duty, such as traffic, accident prevention, or police communications. Other specialists become detectives. In some cities police officers work with canine corps or harbor patrols.

Policewomen usually do such things as locate lost or runaway children, question women prisoners, or direct traffic at school crossings.

TRAINING AND REQUIREMENTS

Candidates for police officers must be United States citizens, be at least 21 years old, and be able to meet certain height and weight standards. Sometimes civil service examinations are used.

Personal characteristics such as honesty, good judgment, and a sense of responsibility are very important. A candidate's character traits and record are investigated.

A high school education is required. Some cities require college training. College training is likely to be required for policewomen, because of their specialized jobs.

The police applicant must be in good physical condition. For policewomen, a background in social work, teaching, or nursing is considered desirable.

A few very large cities offer men who are not yet 21 an opportunity to work as police cadets. They must usually be 18 years old. They become civilian employees of the police department and attend classes to learn police science. They also do clerical and other non-enforcement work. At the age of 21 they may be appointed to the police force if they qualify in other aspects.

Training is informal in small communities. The recruit works for a week or so with an experienced officer. Large city police departments usually provide several weeks of classroom training. The policeman learns how to use a gun, defend himself, administer first aid, and deal with other emergencies.

EARNINGS AND WORKING CONDITIONS

A report on salaries of policemen in 1964 showed that entrance salaries ranged from $3,000 to $7,000 a year. The average entrance salary for cities with populations from 50,000 to 100,000 was $5,000 a year.

Police protection must be provided 24 hours a day every day in the year. This means that officers must work on weekends, holidays, and nights. Police officers are subject to call at any time and in emergencies may work long overtime hours.

EMPLOYMENT OUTLOOK

Police forces will increase to meet the needs of a growing population. New officers will be needed to replace those leaving the force. Police officers usually retire at an earlier age than workers in other occupations.

Although most of the new jobs will be for men, many openings will occur for women. As cities become larger, more officers will be needed who are qualified for preventive and law enforcement work with juveniles and women.

The need for specially qualified officers is increasing. At the same time, fewer officers will be required for routine police assignments because of the use of cars, automatic traffic controls, and other devices.

WHERE TO GET FURTHER INFORMATION

A local police department will have many details about requirements and possible job openings. See your school counselor who might have information about this work. He might be able to arrange for a visit to the local police department.

Other information about the job of a policeman or policewoman may be obtained from:

International Association of Chiefs of Police
1319 18th Street, N.W.
Washington, D.C. 20036

International Association of Women Police
100 North La Salle Street
Chicago, Illinois 60602

APPENDIX A

GLOSSARY

Students and teachers will find these definitions useful in understanding many of the words and phrases used when discussing occupations. The list does not attempt to explain all the words and phrases in this booklet, and should be used only as a reference.

The list is broken down into six broad categories: (1) Training, (2) Worker Types, (3) Type of Work, (4) Worker Traits, (5) Types of Schools, and (6) General Terms.

TRAINING

1. FORMAL TRAINING - A planned training program of fixed length and content which must be successfully completed before an employee may begin work or advance to a higher level. It is offered by some employers to provide basic instruction in the skills necessary for the job. A policeman is an example of one who receives formal training.

2. INFORMAL TRAINING - On-the-job training in which no fixed procedure is followed. The worker learns the skills of the job as he goes along.

3. ON-THE-JOB TRAINING - A training period in which a worker learns a job while actually employed in that job.

4. WORK-STUDY PROGRAMS - Usually offered by public schools to give the student a chance to complete a high school education and at the same time get actual working experience on a job. A student usually attends school part of the day and works on a job for the rest of the day.

5. DISTRIBUTIVE EDUCATION - One part of the Work-Study Program where a student may work one-half day in a department or retail store learning selling and merchandising and the other half-day in school.

WORKER TYPES

1. APPRENTICE - A worker who has a written agreement with his employer for a specific period of time in order to learn a skilled trade. He learns by actually working on the job and receives wages, with regular increases, while he is learning.

2. EXPERIENCED - A worker who has performed the job often enough to be familiar with and efficient at it.

3. LICENSED WORKER - A person who, usually after completing a training course, receives a license, or formal permission, to practice a trade or profession. For example, practical nurses and beauty operators are licensed workers.

4. PROFESSIONALS - A professional is a person who has advanced training in one field. Doctors, engineers and commercial artists are professionals.

5. REPRESENTATIVE - A person who acts as an agent of a firm or company, usually a salesman. For example, there are drug firm representatives, insurance agents, etc.

6. SUBSTITUTE - A person who works in place of another person.

7. SUPERVISOR - A person who directs and guides other employees, and is responsible for their work.

8. TRAINEE - A beginning worker who is in the process of being trained for a job.

9. SPECIALIST - A worker who is an expert in one particular job or part of a job.

TYPE OF WORK

1. CLERICAL OCCUPATIONS - Jobs which carry on the routine work of an office or business such as clerk, typist, stock handler and shipping clerk.

2. SEMISKILLED OCCUPATIONS - These jobs require limited training and experience. Semiskilled workers usually receive only brief on-the-job training and can learn the duties in a short period of time. Factory workers and local truckdrivers are examples of semiskilled occupations.

3. SKILLED OCCUPATIONS - These jobs require thoroughly trained and experienced workmen. Workers in skilled occupations must have completed special training and be able to meet a basic skill level. Examples of skilled occupations would include bakers, carpenters, automobile mechanics, electricians and plumbers.

4. SERVICE OCCUPATIONS - Jobs where any type of service is provided. A barber, a drycleaner, a nurse, as well as a policeman, a fireman or a watchman are all engaged in service occupations.

5. UNSKILLED OCCUPATIONS - These jobs usually require little special training. They include gasoline service station attendants, store clerks and building custodians.

WORKER TRAITS

1. ABILITY - The knowledge, skill and training which allow a person to do a job. An individual may have a strong ability in one job area and less ability in another.

2. APTITUDE - An ability to learn a special skill, such as the use of tools. Or, an ability to develop a general understanding of a certain subject, such as the correct use of words. A person's aptitudes can be discovered by having him take various kinds of tests.

3. INITIATIVE - A willingness to begin or originate a new action. The person with initiative takes the first step. He does not wait to be told what to do or when to do it. He is the person who does something beyond what is expected of him.

4. INTEREST - A feeling of concern or curiosity which causes a person to learn about something or to discover how something works. Most persons tend to do well on a job which they find personally interesting. For instance, the person who enjoys tinkering with automobile engines will probably find a mechanical occupation satisfying.

5. MANUAL DEXTERITY - The ability to coordinate the use of the parts of the body, especially the hands, so that tools may be used with ease and skill.

TYPES OF SCHOOLS

1. BUSINESS SCHOOL - A school which teaches business skills such as typing, shorthand, bookkeeping, payroll, and other business skills and procedures.

2. CORRESPONDENCE SCHOOL - A plan for study in which the course is sent to the student by mail and he does the necessary work at home without the actual presence of the teacher.

3. TECHNICAL SCHOOL - An educational institution which is vocational in objective, technical in subject matter content, and usually provides sufficient training for entrance into an occupation.

4. VOCATIONAL SCHOOL - A school organized for the purpose of offering training in one or more skilled or semiskilled occupations. It is designed to meet the needs of high school students preparing for employment and to provide upgrading or extension courses for those who are employed.

GENERAL TERMS

1. AUTOMATION - A method in which many or all of the processes of production of parts and materials are automatically performed, or controlled by self-operating machinery.

2. LABOR UNION - An association of workers to promote and protect the welfare, interests and rights of the members.

3. COMMISSION - A sum of money which a worker earns based on the amount of sales he makes.

4. FEE - The amount of money a person charges for professional services.

5. MERCHANDISING - Buying and selling of goods.

6. MINIMUM WAGE - The smallest amount of money an hourly wage worker may be paid. The minimum wage for many kinds of work is set by Federal Law. In many trades, the union regulations govern the minimum wage.

7. OCCUPATION - A person's full-time job or means of earning a living.

APPENDIX B

WHAT WILL MY EARNINGS BE?

Have you thought of how much you will have to earn during a year to buy the things you will need or want to have? Do you know how much it will cost you a year to own a car, to pay your rent and to buy food? Do you know how much money is needed to support a family?

All of the occupations reported in this book show hourly or weekly earnings. The chart on the next page figures for you what your weekly and yearly earnings would be from a given hourly wage, based on a 40-hour work week and a 50-week year. In figuring the weekly wage, the hourly wage has been multiplied by 40 (hours). In figuring the yearly wage, the weekly wage has been multiplied by 50 (weeks).

Weekly and Yearly Earnings Corresponding to Various Hourly Rates

Weekly wage is based on a 40-hour week, and the yearly wage is based on a 50-week year.

Hourly Wage		Weekly Wage		Yearly Wage
$ 1.00 an hour	equals	$ 40.00 a week	or equals	$ 2,000.00 a year
1.25 " "		50.00 " "		2,500.00 " "
1.50 " "		60.00 " "		3,000.00 " "
1.75 " "		70.00 " "		3,500.00 " "
2.00 " "		80.00 " "		4,000.00 " "
2.25 " "		90.00 " "		4,500.00 " "
2.50 " "		100.00 " "		5,000.00 " "
2.75 " "		110.00 " "		5,500.00 " "
3.00 " "		120.00 " "		6,000.00 " "
3.50 " "		140.00 " "		7,000.00 " "
4.00 " "		160.00 " "		8,000.00 " "
4.50 " "		180.00 " "		9,000.00 " "
5.00 " "		200.00 " "		10,000.00 " "
6.00 " "		240.00 " "		12,000.00 " "
7.00 " "		280.00 " "		14,000.00 " "
8.00 " "		320.00 " "		16,000.00 " "
9.00 " "		360.00 " "		18,000.00 " "
10.00 " "		400.00 " "		20,000.00 " "
12.50 " "		500.00 " "		25,000.00 " "

APPENDIX C

AVERAGE EARNINGS OF WORKERS IN VARIOUS OCCUPATIONS

The graph on the following page compares the average earnings of employees in both "Occupations for You, Part One" and "Occupations for You, Part Two."

This graph was prepared to assist you in comparing those occupations in which you are interested, to other occupations in relation to their average salaries.

When using this graph, the reader should realize that only average salaries for occupations were used. The average salary is found by adding the lowest given salary for a stated occupation and the highest given salary for a stated occupation and then dividing the sum by two. For example, if the lowest given salary for a butcher is $90.00 per week and the highest given salary is $140.00 per week, the average wage would be $90.00 + $140.00 (or $230.00), divided by 2 equals $115.00.

FROM OCCUPATIONS FOR YOU, PART ONE	FROM OCCUPATIONS FOR YOU, PART TWO
HIGH	
Heavy Equipment Operators	
Plumbers and Pipefitters	
Bricklayers	
Sheet-Metal Workers	
Carpenters	
Painters and Paperhangers Airplane Mechanics Truck Drivers (over-the-road)	Outside Salesmen
Body and Fender Repairmen	
Auto Mechanic/Machine Shop Workers	
Diesel Mechanics	
Air-Cond. & Refrig. Mechanics/Electricians TV & Radio Servicemen/Truck Drivers (local)	Commercial Artists
Welders	Mail Carriers and Postal Clerks
Business Machine Servicemen Printers/Butchers (meatcutters)	
	Barbers/Taxi Drivers
Draftsmen	
Bakers	Policemen and Policewomen Firemen/Factory Assemblers
Cooks and Chefs	Shipping and Receiving Clerks Stock Clerks/General Stock Handlers
	Secretaries
	Keypunch Operators (Class A) Telephone Operators
	Typists
Service Station Attendents Building Custodians	Keypunch Operators (Class B)
	Waiters and Waitresses Sales Clerks/Beauty Operators
	Licensed Practical Nurses/Drycleaners
	Cashiers/Laundry Workers Hospital Attendants and Nurse Aides
LOW	